



NEW JERSEY REDEVELOPMENT AUTHORITY GOVERNMENT RECORDS REQUEST FORM



Important Notice

The reverse side of this form contains important information related to your rights to request government records. Please read it carefully.
In addition please note that you may complete and submit this form electronically by selecting the button below.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____
Company _____
Mailing Address _____
City _____ State _____ Zip _____ Email _____
Business Hours Telephone: Area Code _____ Number _____ Extension _____
Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____
Select One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey or any other state of the United States.
Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____
Select Payment Method
Cash _____ Check _____ Money Order _____
Fees: Pages 1-10 @\$0.75
Pages 11-20 @\$0.50
Pages 21 - @\$0.25
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying, inspection, or examination); and if data, the medium requested.

NJRA USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____

Deposit Date _____

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Custodian: If any part of request cannot be delivered in 7 days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

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Tracking Information

Tracking # _____ Total _____
Rec'd Date _____ Deposit _____
Ready Date _____ Balance Due _____
Total Pages _____ Balance Paid _____

Records Provided

Custodian Signature _____

Date _____

New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. State Law requires that in order to request access to government records, you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received the request form. If you submit the request form to any other officer or employee of the New Jersey Redevelopment Authority, that officer or employee does not have the authority to accept your request form on behalf of the New Jersey Redevelopment Authority and you will be directed to the Records Custodian.
2. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the New Jersey Redevelopment Authority request form, or attempt to make a request for access by telephone or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. ***Payment shall be made by cash, check or money order*** payable to the New Jersey Redevelopment Authority.
4. ***A 50% deposit must accompany requests with estimated fees exceeding \$25.*** Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
5. By State Law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
6. By law, the New Jersey Redevelopment Authority must notify you that it grants or denies a request for access to government records within 7 business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within 7 business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
7. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
8. If the New Jersey Redevelopment Authority is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
9. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within 7 business days of receiving a request form, the failure to respond will be considered a denial of your request.
10. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the New Jersey Redevelopment Authority to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at **866-850-0511**, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.nj.gov/grc. The Council can also answer other questions about the law.
11. Information provided on this form may be subject to disclosure under the Open Public Records Act.
12. The contact information for the NJRA Records Custodian is as follows:

LESLIE A. ANDERSON
Deputy Executive Director
New Jersey Redevelopment Authority

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